

RESTRICTED

17 September 1946

Ref 30

CENTRAL INTELLIGENCE GROUP

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C.I.G. ADMINISTRATIVE ORDER

AUTHORITY TO SIGN OFFICIAL PAPERS AND CORRESPONDENCE

- References: a. C.I.G. Administrative and changes thereto  
b. C.I.G. Administrative  
c. C.I.G. Administrative  
d. C.I.G. Secretariat Me

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1. The following rules governing the signing and issuance of official papers and correspondence originating within C.I.G. are circulated herewith for information and guidance. These rules do not apply to the dissemination of intelligence produced by C.I.G., which will be handled in accordance with the provisions of C.I.G. Administrative Order

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2. The following official papers and correspondence, after necessary coordination with the Interdepartmental Coordinating and Planning Staff, will be submitted to the Executive Director for the approval of the Director or of appropriate members of his office:

- a. Papers submitted for consideration of the National Intelligence Authority or the Intelligence Advisory Board.
- b. C.I.G. Directives and Operations Memoranda.
- c. Correspondence addressed personally to the President, members of the National Intelligence Authority and the Intelligence Advisory Board, the heads of other Federal departments and independent agencies, members of Congress, and other individuals and heads of organizations of similar standing.
- d. Any other papers or correspondence involving actions which are not clearly authorized by existing policies or directives of the N.I.A. or the Director.

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Effective until cancelled or superseded per CIG Memo dated 30 June 47

Reed copies 30, 31, 32 + 3 unnumbered

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3. Subject to the provisions of paragraph 2 above, the following C.I.G. officers are authorized to sign and issue official papers and correspondence indicated:

a. The Executive Director - all papers and correspondence which are consistent with the policies and desires of the Director, including C.I.G. Operations Memoranda, and which do not require the personal signature of the Director or of the Deputy Director.

b. Secretary, N.I.A. -

(1) After approval by the Director, or for him by the Deputy Director or Executive Director, papers submitted for consideration of the National Intelligence Authority or the Intelligence Advisory Board, and C.I.G. Directives.

(2) N.I.A. Directives, after approval by the N.I.A.

(3) Correspondence with other Federal departments and agencies required to implement N.I.A. and C.I.G. Directives, after necessary coordination with the Executive Director.

(4) Correspondence with N.I.A. and I.A.B. members in connection with the affairs of those bodies, after necessary coordination with the Executive Director.

c. Executive for Personnel and Administration -

(1) After approval by the Executive Director, C.I.G. Administrative and Personnel Orders. *(also see Gen. Order*

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(2) All routine correspondence concerning personnel and administrative matters, except when addressed personally to individuals designated in Paragraph 2 c above.

d. Assistant Directors - All routine official papers and correspondence which are required to perform their assigned functions and are authorized by existing policies or directives of the Director, except when addressed personally to individuals designated in Paragraph 2 c above.

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h. M.I.A. and C.I.G. short-title papers will be prepared in accordance with the provisions of C.I.G. Secretariat Memorandum [REDACTED] dated 18 April 1946.

Correspondence will be prepared in accordance with the provisions of C.I.G. Administrative Order [REDACTED] dated 26 August 1946.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
Colonel, C.I.G.  
Executive for Personnel and  
Administration

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17 September 1946

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CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

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AUTHORITY TO SIGN OFFICIAL PAPERS AND CORRESPONDENCE

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References: a. C.I.G. Administrative  
and changes thereto  
b. C.I.G. Administrative  
c. C.I.G. Administrative  
d. C.I.G. Secretariat Me [REDACTED]

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d. Any other papers or correspondence involving actions which are not clearly authorized by existing policies or directives of the N.I.A. or the Director.

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3. Subject to the provisions of paragraph 2 above, the following C.I.G. officers are authorized to sign and issue official papers and correspondence as indicated:

a. The Executive Director - all papers and correspondence which are consistent with the policies and desires of the Director, including C.I.G. Operations Memoranda, and which do not require the personal signature of the Director or of the Deputy Director.

b. Secretary, N.I.A. -

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(4) Correspondence with N.I.A. and I.A.B. members in connection with the affairs of those bodies, after necessary coordination with the Executive Director.

c. Executive for Personnel and Administration -

(1) After approval by the Executive Director, C.I.G. Administrative and Personnel Orders.

(2) All routine correspondence concerning personnel and administrative matters, except when addressed personally to individuals designated in Paragraph 2 a above.

d. Assistant Directors - All routine official papers and correspondence which are required to perform their assigned

functions and are authorized by existing policies or directives of the Director, except when addressed personally to individuals designated in Paragraph 2 c above.

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4. N.I.A. and C.I.G. short-title papers will be prepared in accordance with the provisions of C.I.G. Secretariat Memorandum [REDACTED] dated 18 April 1946.

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Administrative Order [REDACTED] dated 26 August 1946.

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[REDACTED]  
Colonel, CAC  
Exec. for pers. & admin.

17 September 1946CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER [REDACTED]

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AUTHORITY TO SIGN OFFICIAL PAPERS AND CORRESPONDENCE

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Administrative Order [REDACTED] dated 26 August 1946.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
Colonel, C.I.G.  
Executive for Personnel and  
Administration

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C.I.G. ADMINISTRATIVE ORDER

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Colonel, CAC  
Executive for Personnel and  
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